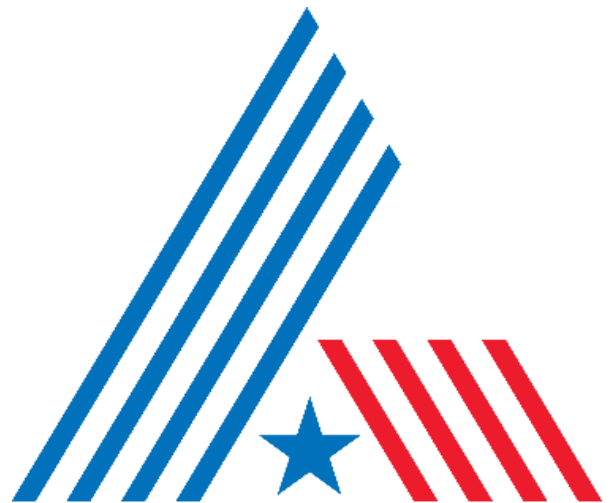


Development Plan Review

Site Plan



CITY OF ABILENE

A city grows by constant land subdivision and development, which beneficially influences the economic conditions of an area. The City of Abilene is committed to providing the best service in all municipal government functions to its citizens and to being a partner in the economic development of the community. This guide will provide a general overview of the development review process for the City of Abilene.

PLANNING & DEVELOPMENT SERVICES

The Planning & Development Services Department serves as an information resource and as the point for coordinating development functions for the public and other City departments. The Planning staff provides expertise and policy advice to citizens and staff alike and also works to create new standards for community enhancement. The Department serves a unique role in balancing the needs of the development industry with the interests of the public. For your added convenience and service, it is co-located with the Building Inspection Division in the Development Service Center on the first floor of City Hall located at 555 Walnut Street.

Land development works best when all parties (e.g. owners, developers, professionals, neighbors, etc.) and Planning & Development Services staff communicate openly about the nature of the proposal and the regulations that affect it. To provide you with the best service possible, we highly recommend that you take the time to review city plans, ordinances, and mapping (available online), and meet with a planner in advance of submitting your application. Please call 325.676.6237 to make an appointment with one of our staff members.

PLANNING & ZONING COMMISSION

The members of the Planning & Zoning Commission are appointed by the City Council. In making appointments to the Commission, the City Council seeks to ensure broad representation and expertise among the membership.

The Planning & Zoning Commission makes the final decision on all plats, with the exception of those approved by the Planning Director. Nonetheless, a Preliminary Plat or Final Plat may be approved by the Planning & Zoning Commission while a Site Plan for the same development is being reviewed by the Development Review Committee (DRC) and considered for approval by the Planning Director if the property being developed is properly zoned for the proposed use.

DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee (DRC) is organized to ensure that certain applications are in compliance with the LDC and other codes, resolutions and plans of the City. It also functions to coordinate these applications with City departments and outside agencies to reduce conflicts and ensure their policies, requirements and needs are met.

The DRC consist of a variety of departments and divisions or their duly authorized representatives. All members may or may not be present at any meeting, and shall attend on an as-needed basis.

The Development Review Committee reviews each plat and site plan submittal. All meetings of the DRC shall be open to any applicant who submitted an application that is being considered at that DRC meeting. The DRC meets on a weekly basis, unless no applications or resubmittals have been submitted that need to be considered.

Departments	Contact
Planning & Development Services	
• Building Inspections	(325) 676-6273
• Planning	(325) 676-6237
Fire Department	
• Fire Marshal	(325) 676-6435
Public Works	
• Engineering/Floodplain Management	(325) 676-6282
• Solid Waste Services	(325) 676-6053
• Stormwater	(325) 676-6280
• Traffic Services	(325) 676-6279
Utilities	
• Water Utilities	(325) 676-6425
Information Technology	
• Geographic Information System	(325) 676-6415
• Addressing	(325) 676-6412

SUBMITTAL GUIDELINES

To ensure a comprehensive review, a completed application, applicable documentation, completed checklist and fee are required for submittal for all plats and site plan review. Please check the applicable boxes within the designated checklist for all criteria points for compliance of each department/division's requirements. If there are any questions or comments regarding items in this guides, please contact the appropriate department. Incomplete applications will not be accepted.

LIMITATION OF AUTHORITY

The City's approval of an application under the standards and procedures of this Land Development Code does not guarantee or assure that development of the property in accordance with the standards will prevent, minimize or mitigate harm to adjoining property. A person who undertakes development activities shall not rely on the City's approval of an application as ensuring that the development activities will not result in harm to adjoining property.

The regulations contained in the effective codes constitute an exercise of the City's governmental authority, and approval of an application shall not give rise to any liability on the part of the City or its officers, agents and employees, nor will an approval release the applicant from any liability for harm arising out of development of the property under applicable law.

DEVELOPMENT CODES

The City of Abilene The dedicated staff ensures that all structures and systems are constructed in accordance with all applicable codes, standards and regulations. National, state and local codes have been adopted and/or amended to ensure quality development that does not harm the public safety, health and welfare of the citizens of Abilene.

The complete City of Abilene Code of Ordinances (COO) is available online through [Franklin Legal Publishing](#). The Code informs all aspects of City government, including those areas under the purview of the Development Review Committee. Local amendments to the codes are available in booklet form on-line as printable versions and for purchase from Building Inspections.

Below is a listing of other development codes utilized by the various departments/divisions regarding development within the City:

- City of Abilene Land Development Code (LDC)
- City of Abilene Swimming Pool & Spas Code
- City of Abilene Fire Code 2009
- International Existing Building Code 2012
- International Building Code 2012
- International Fuel Gas Code 2012
- International Mechanical Code 2012
- International Plumbing Code 2012
- International Residential Building Code 2012
- International Energy Conservation Code 2015
- Manual on Uniform Traffic Control Devices (MUTCD)
- National Electrical Code 2014
- Texas Accessibility Standards 2012
- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of Licensing and Regulation (TDLR)

SITE PLAN

Site plans are required for all multi-family and non-residential building sites, including all schools, institutions and religious facilities and parking lots over 5,000 square feet. Every application must be accompanied by a complete set of plans and drawings. The applicant is encouraged to request a Pre-development meeting with the Development Review Committee (DRC) to determine the extent of plans needed for review.

A plat is required if the landowner wishes to divide the property into more than one tract of land in order to sell or transfer property ownership where any of the resulting tracts is 20 acres or less within the City of Abilene, or 10 acres or less within the Extra Territorial Jurisdiction (ETJ).

A plat is required if the landowner wishes to build a new commercial or residential structure or to gain City water and sewer service on a tract of land where no previous plat exists. The only cases where this will not be required are when the landowner has obtained a Farmland Exception to build a single-family residence on a parcel that is at least 20 acres or for an addition or accessory building on a parcel with an existing structure.

Site Review Process

In order to expedite processing of your application, it is recommended that you conduct a preliminary review of the proposed site plan with the division/department listed on the attached checklist prior to submitting this application. Your preliminary review may be conducted by phone, email, or in person. For general site plan information contact Development Services at (325) 676-6382.

- No free-hand drawings for major site plans. Site plans shall be drawn professionally using a standard engineering scale and be clearly defined and dimensioned.
- Paper versions shall be no larger than 24 inches by 36 inches. Additionally, an electronic version in PDF format shall be required as part of the submission. Site plan drawings may be assembled from construction drawings if all required information is provided and information not required by the site plan is kept to a minimum.
- Submit six (6) paper copies of the site plan, with the exception of electronic plan submittal, which should be in PDF format, should be submitted to the Development Services by any Tuesday (excluding holidays) at 5:00 p.m. The electronic PDF version can be emailed to planning@abilenetx.com or submitted on a CD along with submitting the paper copies.
- Plans will be distributed at the weekly meeting on Wednesday for preliminary DRC review. Departments will submit comments no later than Monday at 10 a.m. prior to the meeting date, and forwarded to the applicant. Comments may be picked up in Room 100 at City Hall; otherwise, they can be mailed or emailed to the applicant.
- Applicant will be provided contact information of departments to discuss any changes, questions or concerns prior to the meeting date. The site plan will be formally presented by the DRC the following Wednesday, which can be attended by the applicant or representative to discuss any comments.
- After receiving the Committee's Report, the site plan must be corrected or modified accordingly. The comments in the "Required Corrections" portion of the Site Plan Report must be addressed visibly on the site plan before it can be approved. The comments in the "Notes" portion of the Report are for your information only and are not required to be shown on the site plan.
- Return four (4) paper copies and an electronic version in PDF format of the corrected or amended site plan for final approval and permanent recording. This must be done before a Building Permit can be issued.

IMPORTANT NOTE: Changes made to site plan may require additional information and/or comments to adequately evaluate. Changes may also reveal new issues or conflicts not previously identified resulting in new "Required Corrections."

Minor Site Plans

Minor site plans will be subject to review by the Development Review Committee, but will generally be exempt from requirements to bring unassociated site elements into conformance with current standards. A site plan will be considered minor if it meets all of the following criteria:

- No change in use;
- No increase in traffic or business activity;
- No violation of height and placement standards;
- New structures are less than 50% of the area of existing structures and less than 50% of the value of existing structures;
- No more than 5,000 square feet of new impervious area is created; and/or
- Construction of covered parking where parking already exist on hard surface. The structure is to be open-sided covered parking over existing parking on a hard surface.

Other Factors

Following is a list of other factors that may affect consideration of your site plan. If the box has been checked, staff has determined that the respective requirement does apply. These factors should be verified with the applicable City Department prior to the submission of a site plan and completed application.

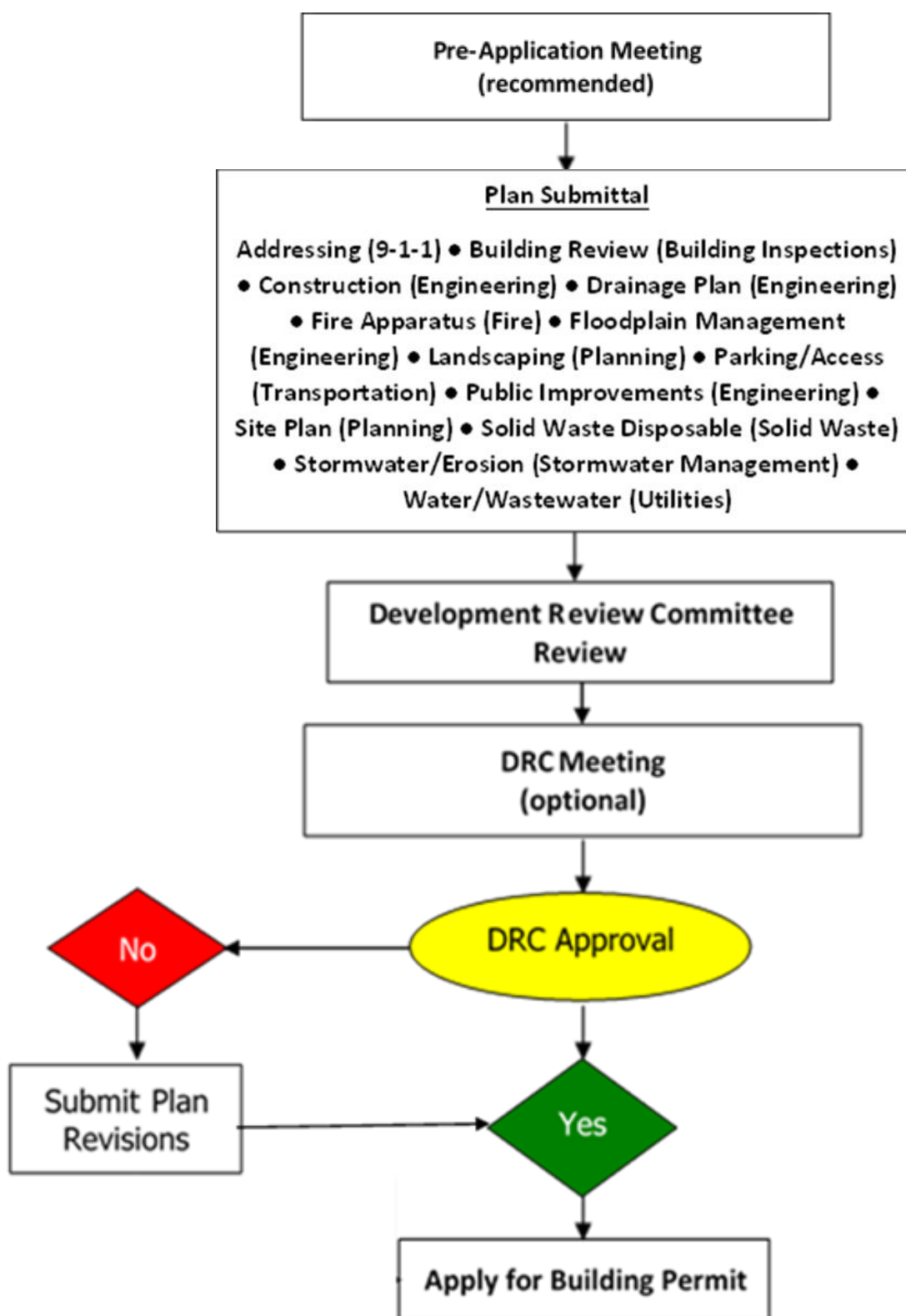
- The property covered by the site plan is not properly platted (i.e., unplatted, remainder, etc.). A final plat must be approved prior to final review of the subject site plan.
- The proposed use of the property is not permitted by the current zoning of the property. Either the use or the zoning must be changed before final review of the subject site plan.
- The site plan encompasses a public easement or right-of-way, which must be closed or abandoned before final review of the subject site plan.
- The site plan includes property that lies within a designated floodplain or floodway and therefore must receive a Floodway Development Permit prior to final review.
- The proposed site plan includes property that does not have an approved Drainage Plan. An approved Drainage Plan is required before review of the subject site plan.

Additional Permits

Besides the specified requirements above, additional permits for proposed site improvements may include:

- Driveway approach, Sidewalk, Curb, and Gutter Permit (Engineering)
- Street Use License for any encroachment into street right-of-way (Public Works Administration)
- Sign Permit (Planning)
- Screening Wall or Fencing Permit if taller than seven (7) feet (Planning)
- Stormwater construction site permit (TCEQ) (Stormwater)
- Building Permits (Building Inspections)
- Grading Permits (Building Inspections/Engineering)

SITE PLAN REVIEW FLOW CHART



FEE SCHEDULE

Filing/Application Fees	
Board of Adjustment	\$400
Zoning	
Zone Change/Conditional Use	\$1,500
Planned Development District	\$2,000
Planned Development District, Amendment	\$1,000
Site Plan	\$500
Minor Site Plan	\$250
Zoning Determination/Verification Letter	\$100
Voluntary Annexation	\$600
Landmarks Commission Application	\$50
Appeal to City Council	\$250
Sidewalk Waiver or Deviation (Site Plan)	\$250
Misc. Zoning-related Application ¹	\$100
Subdivision	
Plats (the applicant will also be responsible for actual filing costs)	\$500+ ²
Easement Release	\$400
Thoroughfare Abandonment (based on land value)	\$1,500+ ³
Street Name Change (applicant also responsible for notification costs)	\$800
Proportionality Appeal	\$500
Sidewalk Waiver or Deviation (Plat)	\$250
Sidewalk Deferral Agreement	\$100
Signs	
Sign Permit – Billboard (based on sign value)	\$500+ ⁴
Sign Permit – Non-Billboard ⁵ (based on sign value)	\$200+ ⁴
Sign Permit – Portable	\$50
Documents & Maps	
Ordinances, Minutes	See below
Publications, Reports, Other Documents	See below
Maps	See below
Engineering	
Drainage Plan Review	\$25
Driveway Permit	\$35 per approach
Floodway Development Permit	\$150
Sidewalk Permit	\$35+ ⁶

Notes:

¹Misc. permit fee is for new permits/processes/applications established by ordinance to be applied until such time that a specific fee is established.

²Plat fees are \$500 for first 4 lots, plus \$20 per lot thereafter.

³Thoroughfare Abandonment Fee 10% of the calculated land value of the ROW area to be abandoned, based on the average square footage value of adjacent properties, per the most recent official Appraisal District valuation. Minimum fee is \$1,500. *Any portion over the minimum fee is refundable if the abandonment is not approved.*

⁴Sign Permit Fee, other than for portable signs, is 2% of the sign value OR the minimum fee noted above, whichever is greater.

⁵Multiple wall signs submitted as a single application will only be assessed one fee for all signs. However, each freestanding sign requires an individual permit.

⁶Sidewalk Permit Fee, \$35 base, first 100-feet is \$.06.

MEETING DIRECTORY

Planning & Zoning Commission 2017

PD Application Deadline	Zoning Application Deadline	PZC Regular Meeting*	PZC Workshop (as Needed*)	City Council (1st Reading)	City Council (2nd Reading)*
18-Nov-16	05-Dec-16	03-Jan-17	16-Jan-17	26-Jan-16	09-Feb-17
23-Dec-16	09-Jan-17	06-Feb-17	20-Feb-17	23-Feb-17	09-Mar-17
20-Jan-17	06-Feb-17	06-Mar-17	20-Mar-17	23-Mar-17	13-Apr-17
17-Feb-17	06-Mar-17	03-Apr-17	17-Apr-17	27-Apr-17	11-May-17
17-Mar-17	03-Apr-17	01-May-17	15-May-17	25-May-17	08-Jun-17
22-Apr-17	09-May-17	06-Jun-17	20-Jun-17	22-Jun-17	13-Jul-17
18-May-17	04-Jun-17	03-Jul-17	17-Jul-17	27-Jul-17	10-Aug-17
23-Jun-17	10-Jul-17	07-Aug-17	21-Aug-17	24-Aug-17	14-Sep-17
20-Jul-17	06-Aug-17	04-Sep-17	18-Sep-17	28-Sep-17	12-Oct-17
18-Aug-17	04-Sep-17	02-Oct-17	16-Oct-17	26-Oct-17	09-Nov-17
22-Sep-17	09-Oct-17	06-Nov-17	20-Nov-17	23-Nov-17	14-Dec-17

PD – Planned Development PZC – Planning & Zoning Commission

Development Review Committee

The Committee meets every Wednesday at 2:30 p.m. for pre-development meetings and plan review. Plan submittal is due the prior Tuesday before 5 p.m. to be placed on the Planning & Zoning Commission agenda.

Subdivision 2017

Deadline for Subdivision Plats**	Plat Review Committee Meeting	Final Draft Due ***	Agenda Posted	P&Z Meeting
06-Dec-16	15-Dec-16	30-Dec-16	31-Dec-16	03-Jan-17
09-Jan-17	18-Jan-17	02-Feb-17	03-Feb-17	06-Feb-17
06-Feb-17	15-Feb-17	02-Mar-17	03-Mar-17	06-Mar-17
06-Mar-17	15-Mar-17	30-Mar-17	31-Mar-17	03-Apr-17
03-Apr-17	12-Apr-17	27-Apr-17	28-Apr-17	01-May-17
08-May-17	17-May-17	01-Jun-17	02-Jun-17	05-Jun-17
04-Jun-17	13-Jun-17	28-Jun-17	29-Jun-17	03-Jul-17
10-Jul-17	19-Jul-17	03-Aug-17	04-Aug-17	07-Aug-17
06-Aug-17	15-Aug-17	30-Aug-17	31-Aug-17	04-Sep-17
04-Sep-17	13-Sep-17	28-Sep-17	29-Sep-17	02-Oct-17
09-Oct-17	18-Oct-17	02-Nov-17	03-Nov-17	06-Nov-17
06-Nov-17	15-Nov-17	30-Nov-17	01-Dec-17	04-Dec-17
04-Dec-17	12-Dec-17	28-Dec-17	29-Dec-17	02-Jan-18

All Planning and Zoning Commission Meetings are on Mondays, except when they fall on a holiday when they will be held the following Tuesday.

* These meetings require public hearings and the applicant or a representative must be present.

** Deadline for Final/Minor/ Preliminary Plat Application, Construction Plans, and Drainage Plans. Prior to going to PZC, the plans, including Public Improvements or Financial Guarantee, shall be accepted and/or approved by the City Engineer or his designee (LDC 3.2.11.4 and 3.2.7).

*** Final draft of Plats and all other documents due by 5 p.m.



Development Review Application

☐ Plats

- ☐ Non-Residential ☐ Residential
☐ Amending Plat/Plat Vacation ☐ Replat ☐ Minor Plat ☐ Preliminary Plat ☐ Final Plat

☐ Site Plan

- ☐ Major ☐ Minor

Project Name: _____

Address: _____ No. of lots: _____ Acreage: _____

Subdivision Name: _____ Block: _____ Lot: _____

Current Zoning: _____ Proposed Zoning (if applicable): _____

ENGINEER/SURVEYOR

Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

OWNER AND AUTHORIZATION

Owner Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

Agent Company Name: _____

Agent Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

I hereby certify that I am the owner or agent of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Abilene (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Signature Owner/Agent: _____ Date: _____

FOR OFFICE USE ONLY

Received Date: _____ Fee: \$ _____ Receipt No.: _____

Case No.: _____ Reviewed By: _____

